

• **New Registration**

1.1 Citizen (18 Years):

- Recent Birth Certificate*
 - Recent Marriage Certificate* (*where applicable*)
 - Proof of Address** (*not older than 3 months*)
 - Proof of Absence*** (*for citizen who apply after the grace period of 6 months on attaining the age of 18.*)
- * *A4 printed format in original*
** *CEB bill, CWA bill, Telephone bill, Rent book, any other Official Correspondence (Bank, employer, Universities, etc...)*
*** *E.g: Passport, Discharged letter from hospital, Prison, Official letter from Educational institution*

1.2 Foreigner who acquired Mauritian Citizenship :

- Citizenship Letter/Certificate from Prime Minister's Office*
 - Foreign Birth Certificate *
 - Marriage Certificate (*where applicable*)*
 - Proof of Address (*Local and/or Overseas*)*
 - Passport*
- Official document evidencing a Divorce, Change of Name where applicable

1.3 Mauritian Descent (Person born abroad where one of the parents is a Mauritian citizen at time of birth) :

- Process Sheet from Prime Minister's Office (*confirmation letter of eligibility for an ID card*)
 - Foreign Birth Certificate
 - Marriage Certificate (*where applicable*)
 - Proof of Address (*Local and/or Overseas*)
 - Mauritian Parent's Birth Certificate
 - Mauritian Parent's ID (*if available*)
 - Passport (*if available*)
- Official document evidencing a Divorce, Change of Name where applicable*

2. Replacement for Lost / Damaged Smart ID card

2.1 Lost by Citizen

- Police Memo (*not older than 1 week*)
 - Recent Birth Certificate*
 - Recent Marriage Certificate* (*where applicable*)
 - Proof of Address** (*Not older than 3 months*)
 - Invalid Pension card (*applicable for Citizen receiving Invalid Pension*)
- Official document evidencing a Divorce, Change of Name where applicable*
* *A4 printed format in original*

**** CEB bill, CWA bill, Telephone bill, Rent book, any other Official Correspondence (Bank, employer, Universities, etc...)**

2.2 Lost by Foreigner who acquired Mauritian Citizenship :

- Police Memo (*not older than 1 week*)
- Foreign Birth Certificate
- Marriage Certificate (*where applicable*)
- Proof of Address (*Local and/or Overseas*)

2.3 Lost by Mauritian Descent (Person born abroad where one of the parents is a Mauritian citizen at time of birth :

Same as list of document at 2.2 above

3. ID Card Conversion

3.1 Conversion where citizen has the old laminated ID Card

3.1.1 Citizen:

- Laminated ID Card
- Recent Birth Certificate*
- Recent Marriage Certificate* (*where applicable*)
- Proof of Address** (*Not older than 3 months*)

Official document evidencing a Divorce, Change of Name where applicable

* *A4 printed format in original*

** **CEB bill, CWA bill, Telephone bill, Rent book, any other Official Correspondence (Bank, employer, Universities, etc...)**

3.1.2 Foreigner who acquired Mauritian Citizenship :

- Old Laminated ID Card
- Citizenship Letter/Certificate from Prime Minister's Office
- Foreign Birth Certificate
- Marriage Certificate (*where applicable*)
- Proof of Address (*Local and/or Overseas*)

Official document evidencing a Divorce, Change of Name where applicable

3.1.3 Mauritian Descent (Person born abroad where one of the parent is a Mauritian citizen at time of birth):

- Old Laminated ID Card
- Process Sheet from Prime Minister's Office (*confirmation letter of eligibility for an ID card*)
- Foreign Birth Certificate

- Marriage Certificate (*where applicable*)
- Proof of Address (*Local and/or Overseas*)
- Passport (*if available*)

Official document evidencing a Divorce, Change of Name where applicable

3.2 Conversion without old Laminated ID card

- Same as 3.1.1 for Citizen
- Same as 3.1.2 for Migrated citizen
- Same as 3.1.3 for Mauritian Descent

But instead of old laminated ID Card, citizen to bring a Police Memo

4. Issuance of the Smart ID card

- Collection Slip
- Existing ID Card
- Police memo (*in case of loss of ID card*)

Note:

To bring recent Birth Certificate and Marriage Certificate with relevant Annotation on documents in case of Divorce, Change of Name, Rectification, Adoption or any other court order.